

NICHD Zebrafish Core Terms of Use Agreement.

Read thoroughly. Pay special attention to the **highlights in red**. Sign and return to Benjamin Feldman, Building 6, Room B140, 301-443-5556.

General

1) The NICHD Zebrafish Core (Z-core) is open to NICHD investigators. Investigators from other Institutes and from outside NIH may use the facility on a limited basis. 2) Training by the Z-core staff is required before using any equipment. 3) Time on the equipment must be reserved with Ben Feldman in advance. **Notify Ben as soon as possible if you need to cancel your appointment.** 4) No modification to the instruments permitted without prior approval from the staff. 5) Use and storage of non Z-core-owned accessories subject to pre-approval. 6) Users are responsible for thoroughly cleaning and shutting down equipment after each session. Oil immersion objectives must be wiped clean with optical lens paper only. Water objectives must be rinsed with water and wiped clean with optical lens paper only. 7) Usage time for instruments with logbooks must be recorded. 8) Users are responsible for contacting the staff to request support, or in case of instrument damage or malfunction. 9) **Investigators must acknowledge the Z-core in publications.**

Chemicals & Biohazards

1) Chemicals: the PI must notify us in advance of planned use of any hazardous chemicals. 2) Radioactive materials are absolutely prohibited in the facility. 3) Biohazard: Use of live viruses, infectious material or any unconventional live organisms must be cleared with the staff for each instance and in advance of planned experiments. **Chemical & Biohazard rules violation will result in immediate exclusion from the facility!**

Time Use Policy

In case of heavy usage, we may have to enforce some rules to insure every investigator has equal access to our equipment, according to the following guidelines: 1) No reservation more than 2 weeks in advance. 2) Maximum of 8 hours core use/ week per laboratory during regular business hours (9:30 am-5:30 pm Mon-Fri).

Data Storage and Computer Use

1) Storage space on computers running each microscope is limited. Remove data from our computers as soon as possible. We may erase data left on individual computers without notice. 2) Upon request, each user may obtain some storage space on the facility file server. 3) **Do not rely exclusively on the server for data safekeeping!** Users should store a second copy of their data. 4) **Recreational internet browsing is not allowed on any of the Z-core computers.**

After-Hours Access

In the absence of managing staff, use of Z-CORE equipment outside regular business hours and during weekends and holidays has special implications for the equipment integrity and the quality of data collected. **Permission for after-hours facility usage may only be granted on a very limited basis and requires additional training. After-hours privileges will be revoked at the first sign of abuse or neglect!**

Summer Students/ Visitors

Given the large disparity in the level of proficiency of visitors and students, decisions are made on a case-by-case basis: 1) Depending on staff availability, training may not be provided. 2) **An authorized facility user must be present at all times.**

By signing below, the principal investigator agrees to compensate the Z-core for repair costs consequential to gross negligence or abuse:

PI name: _____ Phone number: _____

Signature: _____

To be completed by each user

I, _____, have read and understood these rules, and agree to use
NICHD Zebrafish Core's space and equipment in accordance to these terms.

Signature: _____

Email: _____

Phone: _____ - _____ - _____

Building: _____

Room: _____

Supervisor: _____